



Quality Welsh Food Certification Ltd (QWFC)
Gorseland, North Rd, Aberystwyth, Ceredigion SY23 2WB
(01970) 636688 info@qwfc.co.uk

Application for Certification under the Welsh Government's Quarantine Unit (QU) Scheme

Before completing this application form you should read QWFC's Producer Manual for the Welsh Government's Quarantine Unit (QU) Scheme. The manual contains (a) an explanation of how QWFC will conduct the process of certifying your QU and (b) the standards that you will have to conform with. **You will also need an additional County Parish Holding (CPH) Number for the QU before it can be certified. A copy of this form will therefore be forwarded to the Welsh Government in order for them to be able to process an application for CPH Number for your QU. It will also be shared with the Animal & Plant Health Agency (APHA) who will be undertaking in-use inspections of the QU.**

The cost of certification is specified in the Scheme Fees Leaflet. Payment can be made by cheque, direct debit or credit card. If you are a member of the FAWL or Welsh Organic Scheme and have an active direct debit mandate in place, you may wish to use that facility to pay.

- Please answer all sections and return the form to **QWFC Ltd, Gorseland, North Road, Aberystwyth, Ceredigion SY23 2WB**. Please use **BLOCK LETTERS** when completing the form. Thank you.

1. Applicant Details

Name of Applicant							
Trading Title/ Business Name							
Address:							
	County					Postcode	
CRN:	A	O	O				
CPH:	XX	/		XXX	/		XXXX
Correspondence Address (if different)							
Business Partners	1			2			
	3			4			
Contact Details	Phone						
	E. Mail						



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2. Quarantine Unit (QU) Details

2.1 For which species is the QU intended? (tick **one** box)

Cattle Sheep/Goats Both

2.2 How many sites does the QU cover? (tick **one** box)

One Two

2.3 Is the QU indoors or outdoors? (tick **one** box)

Indoors Outdoors Both

*2.5 Address/es of proposed QU/s (if different from above):

QU 1 Address			
	County		Postcode
	Owned		Tenanted
QU 2 Address			
	County		Postcode
	Owned		Tenanted

2.4 Please include a map(s) or plan(s) to show the location & layout of the QUs. A copy of the map(s) or plan(s) will be forwarded to the Welsh Government with this form to enable them to process an application to provide you with a CPH number for the QU and to APHA to enable them to prepare for in-use inspection of QU. Any map(s) provided must be of an appropriate scale and you will need to clearly indicate the boundaries of the proposed QU. You may need to provide more than one map; one showing where the QU lies within your holding and a more detailed map to show the precise boundary of the QU, particularly if it is an indoor QU. You may also need to provide more than one map if the QU comprises two separate sites. The Interactive Map function on RPW Online can be used to produce accurate, detailed maps of your proposed QU. To access RPW Online you will need your Customer Reference Number (CRN). If you do not know your CRN please contact the Welsh Government Customer Contact Centre on **0300 062 5004**.

How many maps/ plans have you provided with this application? (*please sign and date each one*)

3. Biosecurity Plan

On a separate sheet(s), provide details of how you propose to meet the scheme rules set out in the Producer Manual in respect of the biosecurity arrangements for each QU site you are applying for. If you wish, you may complete the pro-forma biosecurity plan included with this application.



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How many biosecurity plans are you providing? (*please sign and date each one*)

4. Agreement

I agree to inform QWFC Ltd, without delay, of any change/s to the Business or Products that are included within the 'Scope of Certification' or if I become aware of any legal action/ investigation as declared

I agree to fulfil the requirements of the Scheme Standard at all times & implement, as appropriate, any changes that may be communicated by QWFC Ltd

I agree for the Premises to be assessed at any reasonable time, in accordance with the Scheme Standard/s & QWFC Regulations & to provide access to personnel; stock; facilities; equipment etc as required by the Assessor (& observer/s)

I agree to participate in the investigation of any complaints by QWFC Ltd & to keep records of all complaints received including any action taken. Such records shall be made available to QWFC Ltd on request

I agree that any claims made will be consistent with the 'Scope of Certification' as indicated on the Letter of Certification or Certificate &, if necessary, that any such documents will be reproduced in their entirety

I shall not use product Certification in any manner that may bring QWFC Ltd into disrepute; nor make any claim/s that it may consider to be misleading or unauthorised

I will comply with the requirements of QWFC Ltd relating to the use of 'Marks of Conformity' & when referring to product Certification in brochures; advertising etc

Upon Suspension; Withdrawal or Termination of Certification I shall discontinue use of all brochures; advertising etc that contains reference to the Certification & take any other measure/s required by QWFC Ltd

I agree to pay annually, or at any other time as notified by QWFC Ltd, the fees due for Certification

5. Declaration

I hereby apply for Certification under the Welsh Government's QU scheme as indicated & declare that:

I have read and understood the "Terms and Conditions for Certification" set out in the Welsh Government's QU Scheme Producer Manual

I have read & understood the Scheme requirements set out in the Welsh Government's QU Scheme Producer Manual

I am over 18 years of age

The information provided is true & complete in all respects

I, nor any of the Business Partners, have not been or are currently subject to any legal action or investigation concerning a Food Safety; Animal Welfare or Environmental issue

Signed		Date	
Name			
Position in Business			

I am a member of WLBP Ltd and have an active direct debit mandate in place for the FAWL &/or the Welsh Organic Scheme. I authorise the use of that direct debit for the payment of the cost of this application. **Please tick**

Please return the completed Form together with Additional Sheets & Direct Debit Mandate (if applicable) to:

Quality Welsh Food Certification Ltd, Gorseland, North Road, Aberystwyth, Ceredigion, SY23 2WB



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If you are under 18, your parent or guardian must sign below.

Signature of Parent or Guardian			
Name in CAPITAL LETTERS		Date	
Address (if different from applicant)			
	County		Postcode
Contact Details	Phone		Mobile
	E. Mail		

*Data Protection Policy

Quality Welsh Food Certification Ltd (QWFC) is registered with the Information Commissioner's Office and is committed to protecting your personal data.

Data collected will only be used to manage the Schemes administered by us & to manage our relationship with you. We will keep all data confidential, but we may disclose some information as follows:

- To other companies owned by, or associated with us in order to process Applications for/ manage Assessments for Schemes administered by us
- To prevent or detect fraud
- When required by law and/ or under contractual arrangements
- At your written request of with your prior written approval

A copy of our Privacy Notice setting out details of the personal data that we use, the purposes for which we use it, the legal basis for processing your personal data and details of who we share this data with can be provided to you.

If you have any questions regarding the Privacy Notice please contact QWFC Ltd, Gorseland, North Road, Aberystwyth, Ceredigion SY23 2WBCeredigion SY23 2WB

For QWFC Office Use Only	Accept/ Decline	Date	
		Initial	
	Comments:		
	CPH Request	Date	
Initial			



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Application for County Parish Holding (CPH) number for Welsh Government's Quarantine Unit scheme

1 Applicant Details:

Applicant details will be processed as per application for certification of QU submitted to QWFC above. It is important that you provide accurate information.

Failure to provide this information may result in your application being rejected.

2 Quarantine Unit (QU) details:

QU details will be processed as per application for certification of QU submitted to QWFC above

3 Biosecurity Plan

You must have submitted a Biosecurity Plan with your application for certification to the certification body

4 Handling of your Information by Welsh Government

The personal data that you provide will be shared with **APHA** and **Certification Bodies** accredited by UKAS. The information requested in this Application Form will capture personal data about you e.g. your name and address. Your personal data will be managed and used by the Welsh Government in accordance with the Data Protection Act 1998. The information that you provide may be subject to disclosure in accordance with the Welsh Government's obligations under access to information legislation (primarily the Freedom of Information Act 2000 (FoIA), the Environmental Information Regulations 2004 (EIRs) and the Data Protection Act 1998 (DPA).

If we receive a request, under access to information legislation, for information received from you in relation to your application, we will consult with you before deciding how to respond to the request.

If you believe that harm may be caused if the information were to be disclosed, you should respond to the consultation by explaining the harm that would, in your view, be caused. We will take account of your views and any other relevant facts that exist at the time the request is received, before we decide how to respond.

If you are making an Application on behalf of someone else you should make them aware that the information may be disclosed by the Welsh Government in the event of an enquiry under the FoIA and/or EIR.

For Welsh Government Office Use Only	Accept/ Decline	Date	
		Initial	
	Comments:		